

## **Membership Balance Plan Air University Board of Visitors**

**Agency:** Department of Defense (DoD)

**1. Authority:** The Secretary of Defense, under the provision of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Air University Board of Visitors (hereafter referred to as “the Board”).

**2. Mission/Function:** The Board, under the provisions of FACA, shall provide independent advice and recommendations to the Secretary of Defense, through the Secretary of the Air Force, on educational, doctrinal, and research policies and activities of the Air University.

The Board shall:

- a. Review and evaluate progress of the educational programs and the support activities of the University;
- b. Review and evaluate the published statement of purpose, institutional policies, and financial resources of the University; and
- c. Review and evaluate the educational effectiveness, quality of student learning, administrative and educational support services, and teaching, research, and public service of the University.

**3. Points of View:** The Board shall be comprised of no more than 35 members, who are eminent authorities in the field of air power, defense, management, leadership, and academia.

The Department of Defense, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters handled by the Board. The Department has found that viewing complex issues through a multi-discipline advisory committee provides DoD senior leadership and, more importantly the American public, with a broader understanding on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Board members shall be appointed on an annual basis by the Secretary of Defense.

The Board’s membership is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Board’s sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or support advisory committees.

**4. Other Balance Factors:** N/A

## **Membership Balance Plan**

### **Air University Board of Visitors**

**5. Candidate Identification Process:** The Department, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of air power, defense, management, leadership, and academia and other matters of special interest to the DoD. Potential candidates are identified by the Board's professional staff and senior DoD career and political officials.

Once professional candidates are identified, the Designated Federal Officer, the Commander and President of the Air University, and the Board's staff reviews the credentials of each individual and narrows the list of potential candidates and forwards the list to the Secretary of the Air Force. During the Secretary of the Air Force's review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters that he or she anticipates will be reviewed by the Board to achieve expertise in the points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of the General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan. Following this review, the Secretary of the Air Force formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following Secretary of Defense or Deputy Secretary of Defense approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

**6. Subcommittee Balance:** The Department, when necessary, and consistent to the Board's mission and DoD policies and procedures, may establish subcommittees deemed necessary to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Board's sponsor.

The Board has five permanent subcommittees: The Air Force Institute of Technology Subcommittee, the Academic Affairs Subcommittee, the Future Learning and Technology Subcommittee, the Institutional Advancement Subcommittee, and the Research Subcommittee. The Board's process for determining subcommittee membership balance is the same as the process for the parent advisory committee. Currently, the subcommittees are populated from the parent committee membership and the process for determining the membership balance is the same as the parent committee.

**7. Other:** The Board adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered federal lobbyists.

**8. Date Prepared/Updated:** April 26, 2012